



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
679 GRANT STREET
FORT KNOX, KENTUCKY 40121-5242

REPLY TO
ATTENTION OF:

Expires 30 January 2008

IMSE-KNX-LGS-F (30)

30 January 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 3-06 – Subsisting Civilians, DOD and DA Employees

1. References:

a. AR 30-22, The Army Food Program, 10 May 2005.

b. Food Service Charges at Appropriated Fund Dining Facilities, Fiscal Year 2006,
http://www.quartermaster.army.mil/aces/message_files/2006_g.

2. Other than Ireland Army Community Hospital and the Regional Corrections Facility, the following guidelines govern subsistence of civilians in appropriated fund dining facilities.

3. Civilians not possessing a DOD issued identification card (e.g., nonprofit youth groups, junior ROTC, entertainment groups, civilian dignitaries, and veterans' reunion groups) must request to subsist in an appropriated fund dining facility. I will establish policies for submission of civilian requests. Requests to dine in a Dining Facility Administration Center (DFAC) may be submitted through the brigade-level commander that command-sponsors the facility. The Food Program Manager (FPM) will approve group requests and inform the manager of the DFAC where the group will be allowed to dine. The FPM will also notify the unit of the DFAC that has been designated for the group.

4. Civilians possessing a DOD issued identification card are authorized to subsist in installation dining facilities on an occasional basis with prior approval of the appropriate brigade-level commander sponsoring that DFAC and the concurrence of the FPM. Only DFACs that are under 100 percent utilized will be allowed to accept civilian patrons. The FPM is responsible for identifying these facilities to the appropriate brigade-level commander or NCOA commandant.

5. In all circumstances, active-duty Soldiers will receive priority in dining facilities. The facility manager will facilitate this by setting aside hours or a line for active duty only, posting signs that direct active duty to go to the front of the line, or other means depending on the layout

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of a particular dining facility. Authorization for groups or individuals will be granted only when such support will not adversely affect the service to active duty diners.

FOR THE COMMANDER:

A handwritten signature in dark ink, appearing to read "Mark D. Needham", is written over a horizontal line.

MARK D. NEEDHAM

COL, AR

Garrison Commander

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